

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# ADC Directive

4.120 3/26/93

## CONFLICT OF INTEREST

### 1. PURPOSE

To provide guidance to ADC employees to avoid the existence or appearance of conflict of interest.

### 2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 2.005 dated 10/6/89

### 3. DEFINITIONS

"Conflict of interest" is defined as: a conflict between the private interests and the official responsibilities of a person of trust (Government employee).

"Appearance of conflict 'of interest" occurs when it appears that the private interest of employees is in conflict with their Government duties and responsibilities, even though there may not actually be such a conflict.

### 4. POLICY

All employees supervised by the ADC program must comply with this policy.

- a. ADC employees will not keep, guide for, sell, consume, or otherwise dispose of certain officially taken animal species, or parts thereof, for personal or monetary gain. State Directors will identify these animal species (target and nontarget) and provide a current list to appropriate ADC employees. The Director has the ultimate approval authority for the species lists. This does not apply to the legal take of game animals for personal use during regular hunting and fishing seasons.
- b. ADC employees will not use their position of Government employment to obtain any special privilege for personal gain from any individual, Government agency, organization, or employee, including gratuities, hunting, or fishing rights such as free hunting privileges on traditionally pay fee lands.
- c. Employees will not engage in outside employment or other outside activity which may result in or create the appearance of conflict of interest. Prior written approval (APHIS Form 370-R, Request for Outside Employment or Activity) must be obtained from the employees' supervisor before engaging in outside employment or activity, whether paid or unpaid.
- d. ADC employees are subject to disciplinary actions and/or termination for noncompliance with Federal and State laws and regulations.

The USDA handbook entitled "Employee Responsibilities and Conduct," will be provided to all employees by their supervisor.

### 5. REFERENCES

APHIS Directive 4735.1, Conduct and Responsibilities (2/27/91)

USDA Employee Responsibilities and Conduct Handbook (July 1982)  
Standards of Ethical Conduct for Employees of the Executive Branch, U.S. Office of  
Government Ethics, (August 1992)  
Ethics in Government Act of 1978 (Public Law 95-521)



Deputy Administrator